



Respect, Learning, Independence

POLICY	BROADER PUBLIC SECTOR ACCOUNTABILITY ACT SUPPLY CHAIN CODE OF ETHICS
SECTION	MANAGEMENT AND ADMINISTRATION
ESTABLISHED LAST REVISED LAST REVIEWED	April 2012 January 2014 June 2015

POLICY

Employees of Brain Injury Services will ensure an ethical, professional and accountable Broader Public Sector supply chain reflecting the following principals.

1. Personal Integrity and Professionalism

Individuals involved with Supply Chain Activities must act, and be seen to act, with integrity and professionalism. Honesty, care and due diligence must be integral to all Supply Chain Activities within and between BPS organizations, suppliers and other stakeholders. Respect must be demonstrated for each other and for the environment. Confidential information must be safeguarded. Participants must not engage in any activity that may create, or appear to create, a conflict of interest, such as accepting gifts or favours, providing preferential treatment, or publicly endorsing suppliers or products.

2. Accountability and Transparency

Supply Chain Activities must be open and accountable. In particular, contracting and purchasing activities must be fair, transparent and conducted with a view to obtaining the best value for public money. All participants must ensure that public sector resources are used in a responsible, efficient and effective manner.

3. Compliance and Continuous Improvement

Individuals involved with purchasing or other Supply Chain Activities must comply with this Code of Ethics and the laws of Canada and Ontario. Individuals should continuously work to improve supply chain policies and procedures, to improve their supply chain knowledge and skill levels, and to share leading practices.

PROCEDURE

1. The following positions involved in the supply chain activities including procurement, purchasing, disbursing funds will sign a Conflict of Interest Disclosure Agreement when they enter into the position to be retained in their personnel file:
 - administrative assistant
 - accounting clerk
 - supervisors
 - manager, administrative services
 - managers of services
 - directors of services
 - director, finance
 - director, rehabilitative services (signs cheques)
 - director, human resources (signs cheques)
 - chief executive officer

2. For any procurements over \$5,000 the procurement team will sign separate Conflict of Interest Disclosure Agreement to be kept on file with all the procurement documents

3. An employee who is concerned about the potential of conflict of interest should disclose this to his or her supervisor.